

**CERTIFICATE OF APPOINTMENT**  
**Public Library Board Member**



Form for Class I Libraries  
State Form 31873 (R4/11-05)

I/We, \_\_\_\_\_,  
name(s) of official(s)  
\_\_\_\_\_, of  
title(s)

\_\_\_\_\_  
name of appointing authority(s)  
of \_\_\_\_\_, Indiana,  
municipal corporation(s)

hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, I/we have duly appointed  
\_\_\_\_\_ to the \_\_\_\_\_ Public  
Library Board for a term of \*\*four years, said term to end the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_. Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
signature of appointing official or attesting officer

\_\_\_\_\_  
(additional line for signatures if joint appointments occur)

**OATH OF OFFICE**

**STATE OF INDIANA )**  
**) SS**  
**\_\_\_\_\_ COUNTY)**

I, \_\_\_\_\_, do hereby solemnly swear that I will support the Constitution  
name of appointee  
of the United States and the Constitution of the State of Indiana and to the best of my ability I will faithfully and  
impartially discharge the duties and accept the responsibilities of a member of the Library Board of the \_\_\_\_\_  
Public Library, and that I will observe and obey all the laws relating to said  
office now in force or which may hereafter be enacted during my term of service, so help me God.

\_\_\_\_\_  
signature of appointee

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
My commission expires \_\_\_\_\_.

\_\_\_\_\_  
File one copy with library, one copy with circuit court clerk within 30 days of taking oath.

IC 36-12-2-19 states:

“An appointing authority under this chapter shall issue to each appointee to a library board a signed certificate of appointment. Within ten (10) days after the receipt of the certificate of appointment, the appointee shall take an oath of office, before any person authorized by law to administer the oath, to the effect that he will faithfully discharge his duties to the best of his ability. The appointee shall file the certificate of appointment and the endorsed oath with the records of the public library, which shall be preserved as a public record.”

See also IC 5-4-1-1.2, IC 5-4-1-4

\*\* If to complete an unexpired term, insert the correct length of time.